

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Materials & Research Engineering Associate (Specialist)	NR DZ/Office of Engineering Services/Materials Laboratory	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Independent Assurance Specialist	928-502-3381-XXX	

As a valued member of the Caltrans team, you make it possible for the Department to provide a safe, sustainable, integrated, and efficient transportation system to enhance California's economy and livability. Caltrans is a performance-driven, transparent, and accountable organization that values its people, resources and partners, and meets new challenges through leadership, innovation and teamwork.

GENERAL STATEMENT:

Under the general direction of the District Materials Engineer, the incumbent will be encouraged to take independent action with significant decisions and final recommendations concurred by the District Materials Engineer.

TYPICAL DUTIES:

Percentage		Job Description
Essential (E)/Marginal (M) ¹		
55%	E	As a Independently Certified staff member, responsible for taking a lead role in implementing and coordinating the District Independent Assurance (IA) program, in compliance with the Independent Assurance Manual. Prepares IA reports of laboratory accreditations, certifications of testers each month and annually prepares a summary report to the Materials Engineering and Testing Services Coordinator. Prepares monthly schedules and coordinates with Caltrans staff, local agencies and private laboratories to annually accredit, re-qualify, revoke, certify testers, verify calibration of equipment and perform random laboratory inspections. Secures Independent Assurance samples and/or witnesses tests performed by construction field personnel. Prepares IA reports and technical evaluation reports on construction projects. Monitors projects that will require Independent Assurance Testing (IA) and alerts resident engineers as to their IA requirements.
25%	E	Coordinates with District Resident Engineers to perform scheduled and random Quality Assurance plant inspections during the production of, Hot Mix Asphalt, Portland Cement Concrete, or portable mobile volumetric materials. Inspections will ensure that plants are operating within contract specified tolerances, safety protocols, and that low flow/auto shutoffs and interlocks function properly. Quality Assurance inspections will be documented and reported to the District Resident Engineer and District Materials Engineer with any actions required. Prepares training presentations to all construction staff for plant operations that includes RAP Management and safety.
10%	M	Performs other duties as required for maintaining and improving a smooth operation of laboratory facilities. May perform Materials Plant Quality Program (MPQP) to verify plants certifications with state weights and measurements, operations and access for worker safety. May be a leadworker to other personnel for both training, and testing.
10%	M	May perform QC/QA field coordination, and perform dispute resolutions by witness testing within the State, typically during the construction season.

¹ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned.

MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others.

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

None.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge: Acquire Independently Assurance Certification, a thorough knowledge of the Independent Assurance Manual,

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Materials and Construction related processes and regulations. Knowledge of the Material Plant Quality Program (MPQP) and Asphalt Concrete Plant Inspection Manual including plant safety protocols. Must be able to observe and evaluate if procedures are followed as required under the California Test Methods, AASHTO and ASTM test methods. Needs to be an effective communicator to coordinate inspections and data collection with other employees as well as various agencies, suppliers and private sector laboratories. Knowledge regarding use of nuclear gages and safety regulations is needed.

Ability: Perform completed staff work by gathering and analyzing physical testing procedures and commercial plant operations in order to evaluate test results, develop sound conclusions, produce written recommendations and enforce requirements. Must be able to perform presentations clearly and concisely. Must be able to demonstrate computer and organizational skills using microsoft excel, word of filemaker pro, required to document the certification program, maintain databases and develop written reports. Must have the ability to perform basic algebra and geometry.

Analytical: Must be able to identify improper test procedures and recommend alternatives to meet test requirements. Must be able to review and analyze data collected during testing procedures and determine consistency with expected test results.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Must be well informed on Departmental programs and policies. The release of erroneous information could be detrimental to the Department or the public and would be extremely difficult to rectify.

Responsible for the accuracy and completeness of sample preparation and physical test performed. Inaccurate test results can have serious financial and credibility consequences for Caltrans. Errors made in the performance of duties could result in additional costs and/or delays due to non- specification materials being accepted for use.

Safe work practices must be followed at all times for accident/injury prevention. The Incumbent is responsible for the proper storage of chemicals and storage/disposal of hazardous materials resulting from materials testing.

PUBLIC AND INTERNAL CONTACTS

Frequent contact with Resident Engineers, and Construction personnel, Local Agencies, private sector laboratories, contractors and suppliers.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Physical Requirements: Must be able to stand long periods of time operating various types of laboratory equipment. Will be required to carry boxed/bagged sample material weighing up to 50 lbs. into and throughout the Materials Laboratory. Incumbent must be able to work in noisy and dusty conditions.

Emotional Requirements: Must be able to develop and maintain cooperative working relationships. Incumbent will work as a member of a team.

WORK ENVIRONMENT

While in the office, incumbent will work in a climate-controlled office under artificial lighting. When working in the lab area or outdoors, incumbent may be exposed to dirt, dust, fumes, noise, uneven surfaces and/or extreme heat or cold. Must be able to travel and expect to stay over-night on a frequent basis.

I have read, understand and can perform the duties listed above. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

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EMPLOYEE (Print)

_____ EMPLOYEE (Signature)	_____ DATE
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I have discussed the duties with, and provided a copy of this duly statement to the employee named above.

SUPERVISOR (Print)

_____ SUPERVISOR (Signature)	_____ DATE
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